



**STATE OF NEW JERSEY  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
ACTIVE GUARD/RESERVE (AGR)  
VACANCY ANNOUNCEMENT**



**This announcement must be posted on unit bulletin boards until the day following the closing date.**

**ANNOUNCEMENT NUMBER 84-16**

**Position Title:** TRAINING OFFICER/ ADMINISTRATIVE OFFICER

**AOC:** Non-Specific

**Opening Date:** 8 July 2016

**Closing Date:** 8 August 2016

**DUTY STATION:** Various Locations throughout New Jersey

**MILITARY ASSIGNMENT:** To Be Determined

**Military Grade:** CPT/O3 \$2,829.00 - \$3,559.00 (base pay range per month)  
*\*\*your pay will depend on your years of service; you will also receive other allowances for rations, housing, uniforms, and cost of living \*\**

**Area of Consideration:** This announcement is open to NJARNG Officers in grades O3, who have completed the Captains Career Course (CCC) and have completed a Company Command.

**Duties and Responsibilities** Plans and assigns work to be accomplished through subordinates and/or supervisors engaged in a variety of occupations. Conducts reviews of command policies, activities and programs to ensure subordinate units are effectively and efficiently progressing toward the desired readiness status. Formulates, oversees and evaluates the overall training programs for the command. Develops yearly and longer training plans. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Prepares and submits annual budget requirements to higher headquarters based on yearly training guidance and training calendar. Prepares and provides guidance on training eligibility requirements. Directs scheduling and coordination for the use of training sites and facilities. Coordinates with external training, evaluation and assistance organizations for the conduct and evaluation of army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc. Develops and implements Risk Management plans and programs for the command. Serves as security coordinator for the command. Identifies requirements and justifies requests for supplies and services such as ammunition, demolitions, rations, contract latrines, automation support, etc. Represents the National Guard in the community. Ensures the National Guard armories and other facilities in the command are properly utilized and cared for. Performs other duties as assigned.

**Point of Contact:** CW4 David B. Edwards, AGR Manager, 609.562.0882

**SECURITY CLEARANCE:** Secret Clearance

**Equal Opportunity:** Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender, sexual orientation or national origin.

**Initial Eligibility Requirements:** Please refer to the General Eligibility Requirements and Initial Entry Qualifications shown on Page 3. If you have any questions, do not understand, or are not sure about what applies to your particular situation, please call the HRO at 609-562-0862 or 0151 for assistance.

**How to Apply:** Please see the Vacancy Announcement Checklist shown on Page 3 for the required documentation to submit with your application. Application forms are available on request from your unit Readiness NCO, Battalion Personnel NCO, or Full Time Support Supervisor. You may also obtain an application form by logging onto <http://www.state.nj.us/military/hro> and going to Resources / NG Forms. Then click on 34-1 in Adobe format. Please hand carry or mail application to J1 AGR branch. While it is not required, it is in your best interest to use the tracking service when mailing your packet.

Soldiers who meet the General Eligibility and Initial Entry Requirements will have their applications forwarded to an AGR Hiring Board for interview and ranking. The selected person(s) will be ordered to Active Guard/Reserve (AGR) status in the New Jersey Army National Guard under the provisions of Title 32 USC 502(f).

**Mail To:** Joint Force Headquarters Army National Guard  
3650 Saylors Pond Road  
Joint Base McGuire-Dix-Lakehurst, NJ 08640  
ATTN: HRO-AGR

**\*\* AGR Packet must arrive NLT Close of Business on the Closing Date \*\***

**EXCEPTION TO POLICY:**

Deployed NJ ANG & ARNG military members may submit their application by e-mail or fax to the following (application must be accompanied by Title 10 Orders)

**FAX # 609-562-0845, ATTN: J1-HRO-AGR**

**E-mail: [nq.nj.njarnq.mbx.nj-job-submission@mail.mil](mailto:nq.nj.njarnq.mbx.nj-job-submission@mail.mil)**

In subject line please put: J1-HRO-AGR, Announcement Number # and Last Name

**Pay and Benefits:** Your Basic Pay and allowances depend upon your grade and the length of creditable service. You will receive Leave at the rate of 2 1/2 days per month, and be entitled to all Regular Federal Holidays. Your medical care and hospitalization will be administered under the Uniformed Service Health Benefits Program, along with those of any dependents that you have. You are entitled to PCS and TDY travel allowance when applicable. At the completion of at least 20 years of Active Federal Service, you will be eligible for a full retirement. While on AGR tour, you will accrue retirement credits at the rate of one point for each day of service. Applicants are entitled to Federal reemployment rights under the USERRA. Full Survivor Benefits are authorized while on AGR tour. You and all eligible dependents will receive full and unlimited PX/Commissary privileges, an Active Duty or Dependent Identification Card as needed and be enrolled in DEERS. You are subject to military discipline under NJ State Statutes and Regulations.

**Order of Merit List (OML):** Qualified applicants will appear before an AGR Hiring Board. Applicants will be ranked numerically on an OML and advised as to their status within 14 days of the interview. Applicants not found qualified for the OML will be notified. As vacancies become available, the highest rated applicant will be afforded a position. Applicants who refuse a position will be removed from the OML and consideration will be given to the next Soldier on the OML. The OML will remain active until 90 days after the selection of the number one applicant. There is no guarantee that every Soldier who qualifies for the OML will be offered an AGR Officer position.

## **TABLE 1 – VACANCY ANNOUNCEMENT APPLICATION CHECKLIST**

The following documents must be submitted by applicants for this position vacancy-

Your application will be reviewed for completeness, and for eligibility. If any document required by the Checklist is missing from your packet, please provide a brief explanation of the reason which will be taken into consideration during the qualification process.

### **\*\* IMPORTANT \*\***

**APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.**

1. NGB Form 34-1 dated 20131111 (Application for AGR Position).
2. Officer Record Brief (ORB) (Must be recertified within 12 months)
3. Must have a current PHA. If your PHA is more than 6 months old, a certified Height/Weight statement, within 6 months of the announcement must be included. If you exceed the screening table weight in AR 600-9, you must include a DA Form 5500/5501 (Body Fat Content Worksheet).
4. A copy of your Individual Medical Readiness Report (IMR Record).
5. A copy of your NGB Form 23-B (Retirement Points History Statement).
6. Official DA photograph of you in your Army Service Uniform.
7. A current DA Form 705 (Army Physical Fitness Score Card) for an APFT taken within the past 8 months. Soldiers on temporary profile are NOT eligible to enter the AGR program.
8. Copies of your last 5 OERs and any Letters of Recommendation.
9. Copies of ALL DD Form 214 that have been issued to you, to include basic training.
10. Photocopy of your current (unexpired) civilian motor vehicle operators license. All data must be readable.
11. JPAS Statement (evidence of Security Clearance) available from your Unit JPAS Manager.
12. Any other documents that will support your qualifications i.e. civilian job evaluations, school transcripts, etc.
13. ON A SEPARATE SHEET OF PAPER, PROVIDE YOUR MILITARY AND CIVILIAN EMAIL ADDRESS WITH YOUR APPLICATION. This information will be used to contact you for an interview if you are found qualified or to transmit a letter explaining why you were disqualified. Your email address will also be used to transmit your selection/non-selection letter.

### **NOTES-**

- a. Make sure that you enter the Vacancy Announcement number and title on your NGB Form 34-1
- b. Make sure that you sign and date your NGB Form 34-1.
- c. Make all entries legible, and complete all items in full.
- d. Government postage paid envelopes or government facsimile machines may not be used to submit applications for employment, nor will e-mail applications be accepted except as noted for deployed soldiers.

## **TABLE 2 – NEW JERSEY ARMY NATIONAL GUARD AGR ELIGIBILITY REQUIREMENTS**

<b>GENERAL ELIGIBILITY REQUIREMENTS:</b> <ol style="list-style-type: none"><li>1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.</li><li>2. Must not be under current suspension of favorable personnel actions.</li><li>3. Applicant must not be entitled to receive federal military retired or retainer pay.</li><li>4. Applicants who have voluntarily separated from the</li></ol>	AGR program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR program are not eligible to re-enter the program.  <b>INITIAL ENTRY QUALIFICATIONS:</b> <ol style="list-style-type: none"><li>1. Must meet entry requirements of AR 135-18.</li><li>2. Must have a current Physical Health Assessment (PHA) not more than 12 months old.</li></ol>	<ol style="list-style-type: none"><li>3. Must be medically certified as drug free within 6 months of initial entry</li><li>4. Must be within the weight standards of AR 600-9.</li><li>5. Applicants must have completed their Basic Branch Course.</li><li>6. Has completed the Captains Career Course</li><li>7. Have completed a Company Command.</li></ol>
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